



Job Vacancy Announcement

Agency Job Posting #: TSBP 20-022
Work in Texas #: 14055941

Number of Openings: 1
Schedule: Full-Time

Opening Date: February 24, 2020
Closing Date: Until Filled

Job Title: Compliance Inspector
State Classification: 1324 – Inspector IV
Monthly Salary: \$3,908 (B17)
Team: Compliance
Reports to: Chief of Compliance
Travel: 60% - Overnight
Assigned Region: Bowie County and surrounding
New Hires & Rehires: 60 day waiting period for health coverage

Military Crosswalk

Army: 68R, 640A
Navy: AD, AM, AME, HT
Coast Guard: IV, ME, BOSN, MSSD, MSSE, OAP11, OAP14
Marine: 6016, 6017, 6033, 8012, 8056
Air Force: 150X1, 2A7X2, 2FOX1, 430X1, 8I000, 85000, 43HX, 86M0, 87G0, 87I0, 87Q0

General Description

Performs highly complex (senior-level) inspection work of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy. Explains compliance-related deficiencies and corresponding methods of correct violations to pharmacists and other pharmacy representatives. Provides technical information and education about pharmacy-related laws and rules to agency customers, including making recommendations for improvement of pharmacy operational procedures.

Essential Duties and Responsibilities

- Inspects all classes of licensed pharmacies in Texas according to established procedures, including facilities applying for a pharmacy license, as well as pharmacies that compound sterile preparations. Work includes:
 - Evaluating degrees of compliance with laws and rules during inspections and completes written and electronic inspection report and other required forms and documents.
 - Explaining causes of violations and provides education to assist with achieving compliance.
 - Issuing written and electronic “Warning Notices” and gathering and analyzing evidence, preparing written reports, and referring alleged violations to the Enforcement and Legal Teams for further review.
 - Testifying at disciplinary hearings regarding inspection procedures, findings, and evidence, as necessary
- Provides pharmacists and other agency customers with technical information, explanations, and interpretations of pharmacy laws and rules.
- May collect samples of compounded preparations for analysis according to established procedures
- Distributes written agency materials and resources to pharmacy staff during inspections
- Travels to inspection locations, including driving and flying to facilities located within the state of Texas
- Plans inspection itinerary on a weekly basis to maximize efficiencies by managing time and travel and notifies the Chief of Compliance or designee
- Prepares and submits weekly, monthly, and quarterly activity reports.
- Prepares other written and electronic reports as assigned or required
- May investigate complaints as requested and assigned by the Director of Enforcement. Work may involve
 - Gathering and analyzing physical evidence and preparing written reports regarding findings of investigations.
 - Conducting joint investigations with other agency staff or agents of other regulatory agencies.
- May attend job-related training events and professional conferences and meetings.
- Reviews regulatory and general pharmacy materials to stay abreast of trends and developments in the field of pharmacy.
- Complies with all agency personnel policies, including regular attendance
- Performs related duties as required

Knowledge, Skills, and Abilities:

- Thorough knowledge of the laws and rules governing pharmacy practice.
- Thorough knowledge of the procedures relating to compliance inspections.
- Thorough knowledge of agency policies and procedures.
- Thorough knowledge of procedures relating to the compounding of sterile preparations.
- Strong interpersonal skills to represent, present, inform, and persuade professionally and congenially.
- Ability to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Ability to communicate clearly, both verbally and in writing.

- Problem-solving and reasoning skills to interpret and apply agency policies, rules, and regulations, and recommend courses of action.
- Ability to deal with professionals under adversarial conditions.
- Working knowledge of standard office equipment, including personal computer.
- Ability to maintain confidentiality.
- Memory skills.

Education and Experience Requirements:

Must have graduated from an accredited four-year college or university. Must have worked in a pharmacy for a minimum of three years as a registered pharmacy technician, preferably experience in a community and/or hospital pharmacy in the state of Texas. Previous recent education and experience in compounding sterile preparations in the State of Texas, including the completion of an accredited training program, is highly desirable. Previous work experience that involved overnight travel is highly desirable. Must have demonstrated ability to work and communicate using a personal computer and other electronic devices. Knowledge of business software applications for word processing, spreadsheets, presentation graphics, and email communication programs is desired. Must be able to demonstrate knowledge of business English, spelling, and grammar.

Certification and License(s) Required:

Must possess a valid Texas Driver's License. Insurability by agency's car insurance carrier is a condition of employment. Must possess current (active) pharmacy technician registration certificate issued by the Texas State Board of Pharmacy and must be in good standing with the Texas State Board of Pharmacy. Must pass state and national fingerprint identification background checks. Within the first three months of employment, will be required to complete process to become commissioned as a notary public and as an agent of the Food and Drug Administration.

Environment/Physical Conditions

Designated duty point is personal residence. Must reside and operate from a duty point located in or within a 50-mile radius of Texarkana, Texas. The assigned region includes Bowie County, plus additional counties in the adjacent and surrounding areas to be determined. Inspections of pharmacies may require standing for long periods of time (e.g., eight hours a day). Work involves communicating with pharmacists, pharmacy technicians, pharmacy owners, and other Board customers in person and over the telephone. May on occasion work in Austin office which has normal office environment. Tobacco Free Work Place (state office and in state-owned vehicles).

Work involves travel by state issued automobile to:

- Inspect pharmacies located within the assigned region of the state.
- Inspect pharmacies located outside of assigned region, as necessary.
- Attend conferences, meetings, and inspections in other parts of state, including periodic travel to Austin Headquarters.

Travel may involve being away from home for several consecutive days as well as require sitting and driving in vehicle for long periods of time. Travel may also involve flying by commercial airline to distant locations.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

How to Apply

Applicants must submit a cover letter that focuses on the applicant's unique qualifications for the position and a completed State of Texas Application with all requested information. Incomplete applications will not be considered. A resume may be submitted as a supplement to the State of Texas Application; however, a resume submitted in lieu of the application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected.

The Texas State Board of Pharmacy (TSBP) accepts the State of Texas applications only for posted vacancies. Applications must be received by 5:00 P.M. CST on the closing date.

Applications may be submitted online at WorkinTexas.com or by mail, in person, or email to:

Texas State Board of Pharmacy
333 Guadalupe St. Ste. 3-500
Austin Texas 78701
human.resources@pharmacy.texas.gov

Veteran's Preference

In order to receive a veteran's preference for any position, the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration, or a copy of the DD1300.

An Equal Employment Opportunity Employer: TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf